

Job Description



Job Title:	Associate Director, Library, Indigenous Initiatives
Department:	Library
Reports To:	Associate University Librarian, Administration and Strategic Initiatives
Jobs Reporting:	None
Salary Grade:	USG 12
Effective Date:	April 2023

Primary Purpose

The University of Waterloo Library is the campus's partner in learning, research and innovation. Its two main locations and three satellite spaces act as interdisciplinary hubs, bringing together the knowledge, expertise and resources needed by our diverse campus community. The University was built for change and the Library exemplifies Waterloo's agility as we continuously transform our approaches to creating, discovering, using, sharing and preserving information. With a commitment to open and equitable access to information, we equip researchers and students with the critical research skills to improve our world as active citizens, creative problem solvers and agile leaders. All of our work is done with a strong commitment to equity, diversity, inclusion and accessibility. We live and work on the traditional territory of the Neutral, Anishinaabeg and Haudenosaunee peoples. The University of Waterloo is situated on the Haldimand Tract, the land granted to the Six Nations that includes six miles on each side of the Grand River.

The Associate Director, Library, Indigenous Initiatives reports to the Associate University Librarian, Administration and Strategic Initiatives, and is accountable to the Associate Vice President, Indigenous Relations in the Office of Indigenous Relations. The Associate Director will join a dynamic and growing community of Indigenous staff, faculty and students that actively provide a supportive network to each other. The Associate Director provides leadership and support to Library colleagues, researchers and instructors in Indigenous research and ways of knowing and works in close collaboration with campus and community partners to ensure reconciliation and decolonization efforts are coordinated, well-integrated and support both the Library's and University's strategic plans. This role is integrated into the University's overall commitment to building and strengthening Indigenous education programs, curriculum, research and community.

The Associate Director advises on and participates in the integration of Indigenous knowledge with Library services and functions, including research methodologies, teaching and learning activities, information services, collections and staff development. The Associate Director will work in close alignment with the Associate Director, Library, Equity, Diversity, Inclusion and Access to manage projects, facilitate Library and campus conversations, provide advice to Library leadership, and develop and execute key recommendations.

The University of Waterloo's Strategic Plan 2020-2025 states, "We particularly recognize Indigenous students, faculty, staff and alumni. We are committed to learning about the rich history and culture of Indigenous people of this land and an institutional response to the Truth and Reconciliation Commission's calls for action." In line with the University's Strategic Plan and the Indigenization Strategy, the Associate Director strives to address the underrepresentation of Indigenous people and to increase specialized support for Indigenous members of the Waterloo community.

To enhance the effectiveness of these activities, the successful candidate will meet the articulated qualifications below and will be an Indigenous person (First Nations Status or Non-Status, Métis, or Inuit). Lived experience in an Indigenous community or communities is valued. We ask each interested applicant to include a statement if they self-identify as First Nations, Métis, or Inuit with lived experience of Indigenous world views, cultures and values and/or strong ties to First Nations, Métis and/or Inuit communities in their cover letter.

Key Accountabilities

<p>Leadership</p> <ul style="list-style-type: none"> • Leads the Library's engagement with the Office of Indigenous Relations and counterparts in Academic Support Units and Faculties to integrate Indigenous knowledge systems into the Library, ensuring collaboration and best practices • Acts as an advisor, coach and leader for Indigenous issues, initiatives and engagement ensuring reciprocal knowledge sharing • Contributes an Indigenous-inclusive and decolonization perspective to Library policies, services and spaces • Contributes to the strategic initiatives of the Library and advances the work of the Library's Equity, Diversity, Inclusion and Accessibility (EDIA) committee
<p>Indigenous research and ways of knowing</p> <ul style="list-style-type: none"> • Maintains currency in Indigenous ways of knowing, learning and educational approaches and reciprocally shares expertise in Indigenous research methodologies and ethics • Consults on the acquisition of Indigenous collections and resources and supports the collection, preservation and accessibility of Indigenous scholarship • Leads and provides strategic direction for initiatives focused on exploring Indigenous ways of knowing and decolonizing library practices (e.g., decolonizing the catalogue and exploring Indigenous intellectual property and copyright issues) • Stays current and contributes to knowledge regarding national and international trends in Indigenous practices in libraries
<p>Partnerships and relationship building</p> <ul style="list-style-type: none"> • Contributes Indigenous perspectives to institutional decision-making through participation in University committees and collaboration with the Office of Indigenous Relations and other Indigenous advisors • Collaborates with campus partners to support Waterloo's Indigenous communities and their allies • Liaises with Indigenous campus and external communities to ensure programming and initiatives honour the traditions of Indigenous peoples and supports the University's Indigenous strategies • Advances the understanding of Indigenous matters in the academic library community and other scholarly communities through participation in provincial, national and international membership organizations, groups or projects • Supports the Anti-Racism Reads program and Library's EDIA working group initiatives
<p>Manages projects and develops recommendations</p> <ul style="list-style-type: none"> • Collaboratively develops projects and programming to support Indigenousization and decolonization, respecting Indigenous peoples, languages and cultures • Develops and executes strategic and tactical recommendations to support the Library to be engaged, responsive and inclusive of Indigenous practices and spaces across campus and with peer research libraries

Job Description



- Provides advice to leaders, hiring committees and the Library's EDIA working group to lead diverse teams and support staff to understand and engage in Indigenization and decolonization
- Represents the Library on committees and at events, where appropriate

**All employees of the University are expected to follow University and departmental health and safety policy, procedures and work practices at all times. Employees are also responsible for the completion of all health and safety training, as assigned. Employees with staff supervision and/or management responsibilities will ensure that assigned staff abide by the above, and actively identify, assess and correct health and safety hazards, as required.*

Required Qualifications

Restricted Indigenous Hire

- The successful candidate will be First Nations, Métis, or Inuit with lived experience of Indigenous world views, cultures and values and/or strong ties to First Nations, Métis and/or Inuit communities

Education

- A Master's degree in a related subject area preferred; an undergraduate degree in a relevant subject area with relevant experience will be considered

Experience

- Lived experience of Indigenous world views, cultures and values and strong ties to First Nations, Métis and/or Inuit communities
- Experience building effective working relationships with institutional and external colleagues/communities
- Experience managing projects, aligning with strategic priorities and realizing goals
- Experience integrating knowledge to inform equitable and inclusive decision-making
- Ability to work with senior leaders to create change while collaborating with multiple stakeholders
- Evidence of creative approaches to problem solving and comfort with trial and error in programs and actions
- Asset: Experience working in post-secondary education or an academic library

Knowledge/Skills/Abilities

- Ability to build trust and credibility to develop strong, productive working relationships
- Understanding of Indigenous ways of knowing within a higher education setting
- Interest in Indigenous research methodologies, resources and services and the use of them to advance research on campus
- Dedicated to cultivating an inclusive environment that recognizes barriers faced by people and encourages and incorporates contributions from diverse groups and individuals
- Professional confidence and dynamic communication skills to effectively engage community members on difficult issues
- Independent judgement with time management, managing multiple responsibilities, problem solving and decision making
- Ability to understand and respond to priorities and trends in the Library and University environments
- Asset: Knowledge of current issues in Indigenous scholarship, with a commitment to continued learning and growth

Nature and Scope

-
- **Contacts:** Internally, the Associate Director engages with all Library staff including Library Executive, campus partners, university-wide committees, the Offices of Equity, Diversity, Inclusion and Anti-racism and Indigenous Relations, faculty members and students. Externally, may engage with colleagues at other academic libraries or community to build relationships and execute work.
 - **Level of Responsibility:** This position works independently, with guidance from the Associate University Librarian, Administration and Strategic Initiatives and/or the University Librarian. Strong use of judgment will be required when dealing with sensitive matters while engaging with staff and users. Provides coaching and mentoring in areas of expertise. Represents the Library on Indigenous issues and perspectives. Maintains awareness of trends and contributes to the identification and achievement of strategic goals and objectives.
 - **Decision-Making Authority:** The Associate Director is expected to be self-directed in executing their responsibilities, making recommendations to the Associate University Librarian, Administration and Strategic Initiatives and/or University Librarian. This role will have non-routine tasks that require sound judgement, tact, diplomacy, thoughtfulness and political sensitivity.
 - **Physical and Sensory Demands:** Minimal demands typical of a position operating in an office environment. This position works independently and collaboratively with colleagues, campus partners and Library users, with some need for flexibility in working hours. This role is suitable for a hybrid working model.
 - **Working Environment:** Minimal exposure to disagreeable conditions. There can be a lack of control over work pace due to unpredictable volumes of work and unalterable deadlines.